



# Kesgrave High School

More Than Just a School

## Recruitment Pack:

Head of Year Sixth Form: TLR 2B

Employment Status	Full time
Employment Location	Kesgrave High School, Suffolk
Application Closing Date	9am Wednesday 8 <sup>th</sup> May 2024
Interview week commencing	Monday 13th May 2024

Be Positive. Be Respectful. Be Your Best



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**EAST**  
EAST ANGLIAN SCHOOLS TRUST





## ABOUT KESGRAVE HIGH SCHOOL

Thank you for taking an interest in our school.

We are proud of staff and students at Kesgrave High School and we expect them to take a pride in all that they do. We have a strong pastoral system, high academic standards and clear and fair behaviour expectations. Our experience tells us that children thrive in an environment that sets firm boundaries, is consistent in its expectations and which builds relationships that set the tone for learning.

We provide an environment in which our students feel safe and are encouraged to grow, often challenging their own expectations. Our positive, inclusive approach ensures that students make the most of their talents and potential. We are lucky to have a school environment which befits these expectations, investing in their futures through the latest technology and facilities.

We encourage students to take responsibility, to be curious and to have a thirst for knowledge. Students learn from each other, as well as from their experienced and skilled teachers, in a supportive learning environment, where everyone is valued.



Relationships within and beyond the classroom are positive and help us to secure the best possible outcomes for our young people. Teachers, associate staff, parents and carers all work together to help our young people to progress.

As a high-performing school and a founding partner of EAST SCITT, staff as well as students, continuously reflect on what they do and consider how to improve. Evidence-informed practice is at the heart of our classroom improvement. As part of East Anglian Schools Trust we work with like-minded schools who invest in staff development.

This is an exciting time to join our school, I look forward to welcoming you to our school in person and in sharing our pride in all we do.

Miss Upton Headteacher



## HEAD OF YEAR

We are looking to appoint an inspirational Head of Year to take responsibility for the pastoral care of a Sixth Form year group from September 2024 (a cohort of 200 students) joining our highly effective pastoral team.

The successful candidate will play an active role in planning for September once appointed. Heads of Year teach a maximum of 18/30 lessons and are supported by a Student Support Officer and the Director of Sixth Form.

The ideal candidate will be a resilient, flexible, energetic and adaptable individual who is eager to take on a leadership role.

As Head of Year you will be responsible for the care, welfare and behaviour of all students in the Year group; enabling each student to receive the support needed to achieve their full potential, through their academic work and participation in activities which extend beyond the classroom.

### You will need to:

- have the vision and presence to lead a cohort of students and team of tutors to bring about successful outcomes for all.
- be committed to supporting the academic and pastoral development of all students
- take responsibility for the behaviour, attendance, punctuality and ethos of the school
- enthuse and motivate students to engage with their education so that they can go on to be the authors of their own life journey
- be an outstanding classroom practitioner, have excellent communication skills, be ready to coach others and still have the desire to improve.
- remain committed to your own professional development both as a year leader and classroom teacher continuing to support the subject area you are deployed within.





# HEAD OF YEAR

## The Facilities

Our Sixth Form is a creative and welcoming environment with two dedicated Sixth Form buildings; featuring state-of-the-art classrooms, three university-style learning resource areas, meetings areas and social hubs. The sixth form café 'The Foyer' is open all day for staff and Sixth Form students to use and work in and we have a Careers Library with our onsite Careers lead.

## Staffing

The majority of staff at Kesgrave teach across all years of the school with a minority that focus mainly on post-16 teaching. Our Year 12 tutor groups are based on subject choices, allowing tutors to provide subject specific tutorials when needed. Our Year 13 Personal tutors also come from a range of subject specialisms and experience to ensure we bring a breadth of skills to the pastoral team. In Year 13 students connect with their personal tutor on a one-to-one basis. The Sixth Form team also consists of another Head of Year, one Assistant Head of Year and Director of Sixth Form, who is part of the leadership team. We also have two curriculum support assistants.

## The structure

### Numbers:

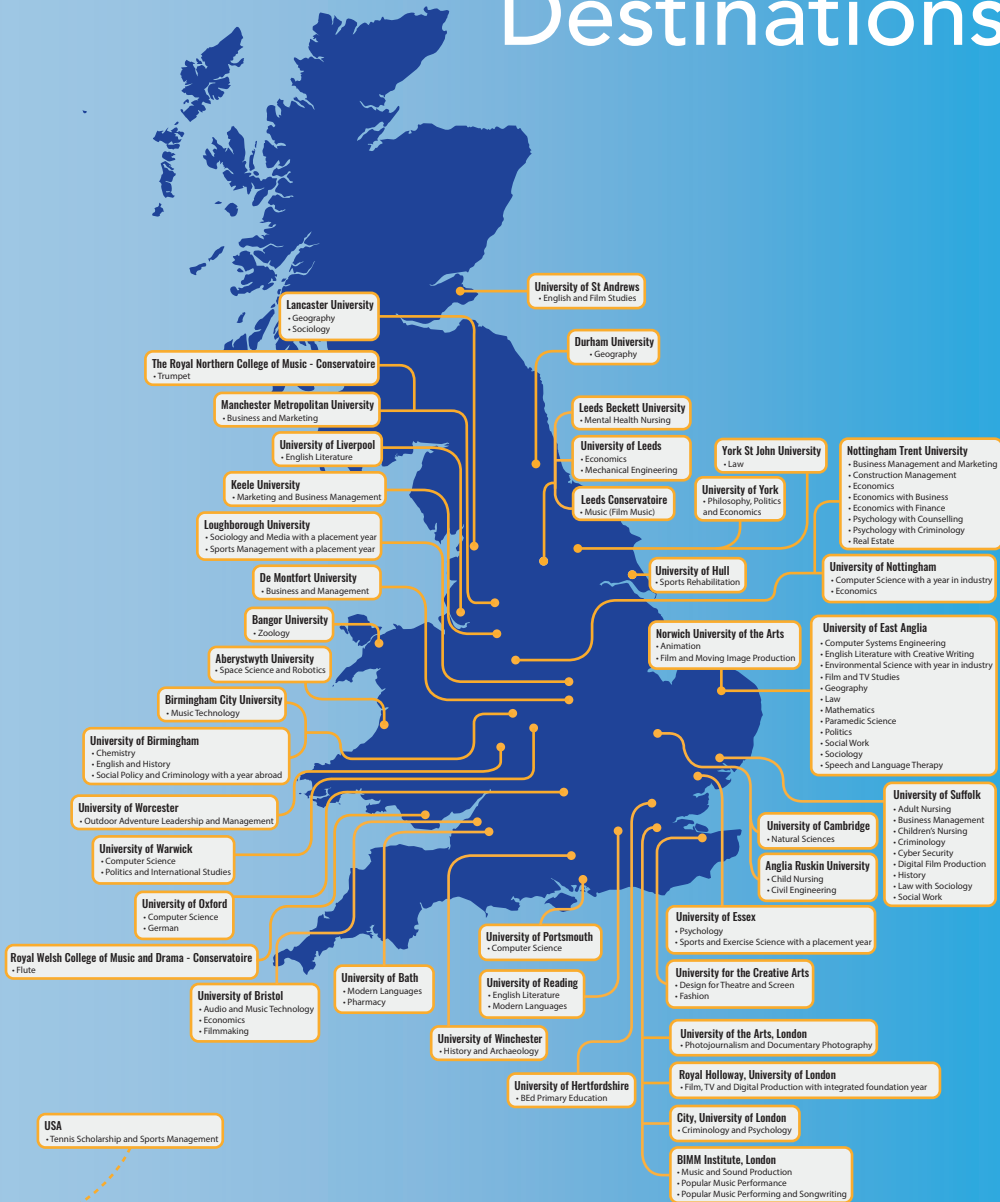
Our sixth form consists of circa 350 students. Our entry requirements are six Grade 4 or above grades. Students are expected to gain at least a Grade 5 in their chosen subjects or Grade 6 for Mathematics and the sciences.

### Subjects:

Students are encouraged to select three subjects from our range of Level 3 options. We currently offer 49 subjects; a mixture of A Levels and BTEC qualifications. We pride ourselves in offering a breadth of subjects including creative courses such as Media, Dance and Music Technology, subjects linked to specific pathways such as Accounting, Law and Child Development alongside the more traditional A Level qualifications. Some courses are only offered at KS5 such as Politics, Environmental Science and History of Art to give students new opportunities. Students choose their study programme without restriction and have the opportunity to supplement this with AS qualifications in Core Maths, Criminology or the Extended Project Qualification. Additionally, we run a football programme with Leiston Football Club giving students the opportunity to study A Levels alongside quality football coaching.



# Kesgrave Sixth Form University Destinations



## HEAD OF YEAR

### Results:

The 2023 cohort consisted of 177 students.

48% gained A\*-B

75% A\*-C

### Pastoral Support:

There is a strong sense of community with very supportive staff. Student well-being is at the centre of our ethos. We also have access to a Counsellor and Student Support Officer – for those who need broader support from wider professionals. Year 12 students are in form groups and we transition to a personal tutor system in Year 13.

### Enrichment:

We offer a range of courses, experiences and projects beyond our students' academic studies that will help give them the edge when applying for pathways beyond sixth form.

We have a varied elective programme which all students take part in, enrichment sessions with tutors during form time and weekly PSHEE sessions in Year 12. Our Sixth Form Committee are proactive in improving the experience of sixth form life, taking on different roles and are often involved with charity work within the community.

### Destinations:

The majority of our students go on to Higher Education, studying a variety of courses across the country and even overseas. Many students are accepted into Russell Group universities and gaining places on highly competitive courses such as medicine and veterinary science. We have a growing number of students applying for degree apprenticeships and those who go directly into full time employment.





## OUR CULTURE AND ETHOS

Kesgrave High School is proud to be ‘more than just a school’. Our ethos is at the heart of everything we do: **‘Be Positive, Be Respectful, Be Your Best’**.

- We have an **ethos of purposeful learning** with a sense of adventure and challenge, where students and staff are empowered to experiment and develop exciting learning opportunities.
- Our practice and development is rooted in **evidence-based research**.
- **Class sizes are kept as low as possible**. On average a KS4 class has 22 students and at KS5 12 students.
- Our **three-period day** means that staff and students have a break after every lesson to ensure smooth transitions between lessons and a **calm purposeful learning environment**.
- All departments have access to a **designated curriculum administrator** who help drive improvements and reduce workload for teaching staff enabling them to focus on their core activities.
- **Team Rooms** for all departments help build **supportive collaborative relationships** and facilitate **shared planning time**.
- The majority of **meetings** are dedicated to Teaching & Learning.
- **Departmental development** is focussed on clear and manageable priorities rooting our work in the cornerstones of the best classroom practice.
- Lesson observations are for the purpose of **teacher development** and sharing of best practice. We discuss how to get better.
- There is no prescribed template for lesson planning. Our **Teaching and Learning Principles** focus on Subject Knowledge, Challenge, Modelling, Review & Retrieval, Questioning, Feedback and Oracy.



## OUR CULTURE AND ETHOS

- A commitment to provide a truly exceptional extra-curricular programme, which includes over 50 clubs per week and a dedicated Activities Week in the summer term for all KS3 students.

- The majority of clubs and activities take place after school, benefiting from the staggered end of our school day, finishing at 3.30pm.

- We work closely with other schools in EAST. There are a number of collaborative teams across the four schools and a growing number of professional development opportunities. Whilst all distinct, we benefit from our connectivity to each other.

- We have ensured, despite financial pressures, that teaching staff will have a maximum of 83% contact ratio.

- Our behaviour policy is based on our three core values of 'Be Positive, Be Respectful, Be Your Best'. We invest heavily to ensure disruption-free learning in all classrooms, this includes centralised, same day detentions which are run and managed by senior staff.





## DEVELOPING PROFESSIONALS WITH INTEGRITY AND AUTONOMY

- Each department has their own administrative support.
- A commitment to keep administration and meeting time to a minimum. Non-TLR holders will not be required to attend more than one after school meeting per week. All meetings have a published finish time and will end promptly.
- We have a rational approach to data. Teachers are not expected to produce centralised data on individual students more than three times per year.
- No formal time-consuming report comments are needed within the normal report cycle.
- A evidenced-informed approach to marking ensures staff are not expected to mark every piece of work. Feedback can include verbal and whole class feedback when relevant. Key assessed pieces of work are marked in more depth reflecting the varying demands and contexts within the subject.
- Staff only complete one 20 minute duty per week.
- Cover is minimal. If staff have to cover a lesson this is never more than half a lesson. It is very rare for staff to have more than four half lessons of cover per year.





# YOUR WELL-BEING

- Kesgrave is a very over-subscribed school. Staff children are prioritised for school places at Kesgrave even if you do not live within catchment.
- Staff have 24 hour access to our Employee Assistance Programme including free counselling, financial and pensions advice, legal advice, home and well-being support.
- All staff have complementary access to excellent gym facilities and there is a programme of after-school recreational activities. Staff discounts are available with many local businesses.
- Complimentary access to flu vaccinations every year.
- Access to salary sacrifice scheme (for existing members) for additional support in childcare costs.

There are tremendous opportunities for career development at Kesgrave High School. We work closely with other schools locally and nationally.

Professional development and bespoke CPD package for every member of staff including external and internal courses.

Training is scheduled across the whole year, so staff know what is happening and can select opportunities that are most relevant to them.

Every member of staff has the opportunity to be involved in an action research group – sharing effective practice across the school.

We welcome applications from colleagues who would like part-time or job-shares. Flexibility keeps good teachers in the school.

All our recruitment processes are open and transparent.

We develop leadership positions and undertake shadow-staffing and succession opportunities to encourage and invest in our staff to gain promoted posts within our school and elsewhere. Opportunities will be offered to staff to undertake developmental roles / work across our academies in the East Anglian Schools Trust if they choose to.

Performance Management is developmental and constructive.



## Who are EAST?

East was established on 1 September 2019. At its inception, three secondary academies were formally partnered together: Bungay, Farlingaye and Kesgrave High Schools. In 2020, we applied to establish a Free Special School in Bungay, for children with interaction and communication needs. Demonstrating our commitment to local, inclusive education, we are proud to announce that castle EAST school is open. EAST SCITT, our 'School Centered Initial Teacher Training' is an accredited Provider offering secondary (11-16) and primary (5-11) school-based initial teacher training awarding Qualified Teacher Status QTS. We see this as the most effective way to find and develop future teachers to work in this vibrant country. We are delighted with the popularity and quality of EAST SCITT!

We are very confident that EAST will create a stronger future for our schools and continue to improve outcomes for our students. It is through a commitment to working together that we will continue to collectively and individually achieve great things, providing a first-class educational experience for our students and an excellent working environment for staff.

## Our Vision: Where everyone can achieve

We measure our **success** through a combination of **performance**, **growth** and **happiness**, as individuals and collectively.

Our **cornerstones** are the foundation of our vision; they underpin all that we do and shape the way that we work with everyone in our trust and our extended educational community; from parents & carers to partners, suppliers and local government.



### #1 Learning

We will continually strive to deliver the best possible experience for quality learning and personal development for everyone at EAST through our curriculum, engaging teaching, the resources & support we have available and the quality of the physical environment in which we work.

### #2 Inclusivity

We believe a great quality education, opportunities for personal development and participation should be available to everyone regardless of their personal circumstances. That's why our schools today already cater for many specialist needs and our trust is committed to developing the teachers of the future.

### #3 Opportunity

We exist to enable everyone in our schools to realize their true potential through an academical professional experience within our schools that achieves the outcomes they seek. We do not believe there is a one-size-fits-all for success and achievement always do our best to support the aims and ambition of the individual.

### #4 Community

We are a significant contributor to our local communities, we understand the role we play and will always seek to enable everyone at EAST to be considered, active, positive citizens of the world around them. Our sense of community begins in our schools and we nurture a respectful, supportive culture.

# ABOUT KESGRAVE HIGH SCHOOL IN KESGRAVE, SUFFOLK



Kesgrave High School is proud to be more than just a school. From the schools inception in 1931 with 180 students under the Headmaster Captain Harrison, the school has always tried to ensure the whole child is educated, not to be merely an exam factory. Now in 2022 we have over 1850 students on roll and it could not be a more exciting time to be a student here. We are proud to serve the local community, are regularly oversubscribed (we normally have over 600 applications for 308 places) and we have over 900 students and staff cycle to school each day!

At Kesgrave we trust our pupils. As a result the responsibility and behaviour of students is excellent. 'Leaders advocate a culture of high expectations which pupils strive to meet. There is a culture of high aspirations for all'. (OFSTED 2023)

## Sixth Form

We have a large and thriving 6<sup>th</sup> Form of over 320 students, offering a wide variety of A Level and vocational subjects. Students achieve outstanding A Level and BTEC results and around 70% go on to pursue university courses each year.

## Our Location

We are based on the Eastern side of Ipswich in Suffolk, with excellent road connections with London only being one hour away by train.